



State of North Carolina
Department of Administration
Division of Purchase and Contract
1305 Mail Service Center
Raleigh, NC 27699-1305

Complaint to Vendor Form

Revised March 1, 2013

Date: _____

Notice to Vendor: This document is a formal complaint regarding your performance under the Contract identified below. You should take this complaint seriously and are directed to respond to the State agency or other entity that has made this complaint within 10 days, noting any additional information that is relevant, or disagreement with the information provided, and provide a plan of action to correct or otherwise resolve the issue or to ensure it does not reoccur.

<u>From</u> Agency or Public School Unit _____ Address _____ City, State, and Zip Code _____ By _____ Title _____ Phone Number _____	<u>Subject</u> Purchase Order Number _____ Dated _____ (Attach Copy) Commodity Number _____ Commodity _____ Term Contract Number _____ Bid/Quote Number _____
<u>To (Vendor)</u> Name: _____ Address: _____ City, State, And Zip Code: _____ Phone Number: _____	<u>To Vendor - Effect of Failure to Respond</u> Copy the Division of Purchase and Contract on your response. If vendor fails to respond within the 10-day period, the State Purchasing Officer may take administrative action resulting in adverse consequences to vendor, including removal from an existing contract, a lower performance evaluation or disqualification of a pending or future bid/proposal, or debarment for up to one year. The State Purchasing Officer may also take administrative action if vendor fails to complete any action plan described in its response.

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For Action

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Vendor Record Only

Describe the specific circumstances or conditions that are the subject of this complaint
We have the following complaint: